



# REQUEST FOR INTERIOR REMODELING OVER \$5,000

Form CR-13a

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<b>Club Name:</b>		<b>Location:</b>
<b>President:</b>	<b>Phone:</b>	<b>Date:</b>

Brief description of request: (Note: attach a simple drawing to show for meaningful review)

Justification for remodeling: (Note: attach additional sheets of paper if necessary. Clearly indicate the perceived impact if the remodeling is not approved)

Description of additional equip. needs and estimated item cost to be included as part of the remodeling request:

Estimated Cost: \_\_\_\_\_ Club Contribution: \_\_\_\_\_ Current Balance: \_\_\_\_\_

(Club Contribution: Prior to capital project approval - policy # F9 02-5.4)

\_\_\_\_\_  
General Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

- |                |   |
|----------------|---|
| <b>Step 1:</b> | Club Board and Membership have approved moving forward with submission of <b>CR-13a</b> as cost estimate received on <b>CR-13</b> was over 5k.                        |
| <b>Step 2:</b> | <b>CR-13a</b> submittal goes to the Recreation Manager with copies of the Club Membership minutes indicating membership approval of project and financial obligation. |
| <b>Step 3:</b> | Recreation Manager then forwards the <b>CR-13a</b> and club minutes to the General Manager to proceed with Policy Fa 01 procedures and Project Planning Process.      |



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## Administration Only

Current Membership: \_\_\_\_\_

### Previous Membership:

_____	_____	_____	_____	_____
last year	2 years ago	3 years ago	4 years ago	5 years ago

### Recreation Center:

Beardsley

Kuentz

Palm Ridge

RH Johnson

Shared Space:      Yes      No

Room: \_\_\_\_\_ Other: \_\_\_\_\_ Reservations:      Yes      No

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Average Participants				
Scheduled Days				
Hours				

Club's #1 Obstacle: \_\_\_\_\_

What has the Club done to optiize space & use: